



## Mid Cambridge Neighborhood Conservation District Commission

831 Massachusetts Avenue, Cambridge, Massachusetts 02139

617 349 4683, Fax 617 349 3116, E-mail histcomm@ci.cambridge.ma.us

John Moos, *Chair*, Steven Cohen, *Vice Chair*, Sally Zimmerman, *Secretary*

Tony Hsiao, Martha Osler, *Members*

Mary Berg, Nassir Ghaemi, Nancy Goodwin, *Alternates*

As owner of the property at \_\_\_\_\_, Cambridge, Massachusetts, I hereby make application to the Mid Cambridge Neighborhood Conservation District Commission for issuance of a Certificate of ( ) Appropriateness, ( ) Non-Applicability, or ( ) Hardship for the following alteration, construction, or demolition (describe all exterior work proposed in the space below):

Name of Record Owner: \_\_\_\_\_

Address of Record Owner: \_\_\_\_\_

Signature of Record Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_ Other Contact: \_\_\_\_\_

Name and Telephone of Applicant (if not record owner): \_\_\_\_\_

\_\_\_\_\_

**SEE REVERSE FOR COMPLETION INSTRUCTIONS  
INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR REVIEW**

**For Office Use Only:**

Received: \_\_\_\_\_ Case Number: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Certificate Date: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Continued: \_\_\_\_\_

## **Administration of the Mid Cambridge NCD**

The administration of the Mid Cambridge Neighborhood Conservation District Commission is guided by the Article III, Section 2.78 of the Code of the City of Cambridge and by the order establishing the district. Before a building permit can be issued for the proposed work, the Commission must issue one of three types of certificates. A **Certificate of Appropriateness** is issued when the Commission determines that a project is not incongruous with the conservation of the district. A **Certificate of Hardship** is issued when refusal to issue a Certificate of Appropriateness would cause a substantial hardship, financial or otherwise, to the applicant, and when the project can be approved without substantial detriment to the public welfare or substantial derogation of the purpose of the order. A **Certificate of Non-Applicability** is issued for projects that are not subject to review. The last certificate is issued by the staff of the Commission without the Commission's full review.

In making its determinations, the Commission considers the impact of the proposal on the District as a whole and the potential adverse effects of the proposal on the surroundings. The objectives of the District are to 1) avoid excessive infill, 2) encourage new construction that complements existing buildings, 3) encourage the preservation of neighborhood buildings, 4) protect National Register properties, and 5) enhance the economic vitality of the neighborhood.

## **Instructions for completing this application**

This application must be filed at the offices of the Cambridge Historical Commission, under whose auspices the Mid Cambridge Neighborhood Conservation District Commission is staffed, **before** work begins. It must be accompanied by the required materials indicated on this application form and should include any other materials that may assist the Commission in making its decision. Filing deadlines may be obtained by calling the Cambridge Historical Commission office, 617 349 4683 (TTY 617 349 6112). **The Commission welcomes advance inquiries for interpretation of the order; please contact Sally Zimmerman at the Cambridge Historical Commission if you have any questions regarding this process.**

On receipt of a completed application, the Commission will determine which of two administrative procedures will be followed. For alterations subject to **binding review**, a public hearing will be scheduled for the next available regularly-scheduled meeting of the Commission. If the application is for **non-binding** review, the application will be scheduled for the next regularly-scheduled public meeting of the Commission, or at a special public meeting called within 30 days of the receipt of the application, whichever comes first.

**Owners are strongly urged to appear before the Commission in person.** Owners having professional consultants, such as architects, attorneys, contractors, engineers, or landscape architects, are urged to have them be present at hearings and meetings. Applicants should be aware that exterior construction plans and elevations presented to the Inspectional Services Department for issuance of a building permit must conform to exterior construction plans and elevations presented to the Commission for its approval. **Any modifications in plans and elevations made subsequent to the Commission's approval are subject to additional review.** Failure to ensure conformance between Commission-approved plans and elevations and building permit plans and elevations will result in delays and additional appearances before the Commission.

**Complete ALL of the following section:**

Is the property listed on the  
National Register of Historic Places? \_\_\_\_\_ Is the property publicly owned? \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_

Will this project require: variance \_\_\_\_\_ special permit \_\_\_\_\_

If so, nature of zoning relief sought: setback \_\_\_\_\_ FAR \_\_\_\_\_ use \_\_\_\_\_  
height \_\_\_\_\_ parking \_\_\_\_\_

**Complete ONLY those sections that apply to your project:**

**New Construction or Additions:**

\_\_\_\_\_ floor area of existing structures on the lot  
\_\_\_\_\_ amount of floor area (gross square feet) of proposed construction  
\_\_\_\_\_ percentage increase in total floor area after construction  
\_\_\_\_\_ total area of lot in square feet  
\_\_\_\_\_ percentage of total lot area covered after construction

**Demolition:**

\_\_\_\_\_ amount of floor area (gross square feet) of proposed demolition  
\_\_\_\_\_ floor area of existing structure  
\_\_\_\_\_ percentage decrease in total floor area after demolition

**Alterations:**

Does the proposed work include:

\_\_\_\_\_ enclosure or removal of decorative elements (including cornice, fascia, soffit,  
bay, porch, hood, cornerboard, window sash, or window or door casing);  
\_\_\_\_\_ increase or reduction of window or door size;  
\_\_\_\_\_ relocation of windows or doors;  
\_\_\_\_\_ change in slope, pitch, or configuration of roof;  
\_\_\_\_\_ removal of original or historic roofing material.

### **Application Requirements for Binding Review**

(Applications will be subject to binding review if they include any of the following: construction involving additions of more than 750 sf of floor area, increase in lot coverage by more than 33%, enlargement of existing floor area by more than 33%, demolition of more than 33% of floor area, any alteration or construction of National Register listed properties, publicly owned structures, or structures containing a non-conforming use)

**The following are required for ALL applications subject to binding review:**

1. Completed application form with a **written description** of the work to be done, **including any repair or replacement of features as part of related rehabilitation.**
2. Assessor's plan of the area showing currently existing structures and the footprint of all proposed construction.
3. Detailed, dimensioned elevations and plans showing all proposed construction, alteration, or demolition.
4. Schedule of materials (may be described on plans and elevations).
5. Rendering of window treatment (may be described on plans and elevations).
6. **Any application also needing zoning relief (variance or special permit) must include Dimensional Form from Board of Zoning Appeal application.**

**In addition, the following are also required for all applications for new structures:**

7. Plot plan of existing site, including a dimensioned footprint of all existing buildings, parking areas, and driveways.
8. Sun/shadow study (winter and summer solstices, AM and PM).
9. Streetscape elevation at 1/8<sup>th</sup> scale showing relative heights and distances of the surrounding buildings in comparison with any proposed new construction.

### **Application Requirements for Non-Binding (Advisory) Review**

(Applications will be subject to non-binding review if they include any of the following: new construction of more than 150 and less than 750 sf of floor area, alterations that require a special permit or variance, alteration that removes, encloses, relocates, increases or diminishes aspects of the exterior architectural fabric of the structure)

1. Completed application form with a **written description** of the work to be done, **including any repair or replacement of features as part of related rehabilitation.**
2. Assessor's plan of the area showing currently existing structures and the footprint of all proposed construction.
3. Detailed, dimensioned elevations and plans showing all proposed construction, alteration, or demolition.
4. **Any application also needing zoning relief (variance or special permit) must include Dimensional Form from Board of Zoning Appeal application.**